

**CITY OF LA PORTE
PROPERTY ROOM CUSTODIAN # 54102
JOB DESCRIPTION**

FLSA CLASSIFICATION: Non-Exempt

PAY RANGE: 018

DEFINITION

To be responsible for the intake and disposal of all evidence/property seized and confiscated, in the custody of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the CID Lieutenant and Police Sergeant.

ESSENTIAL JOB FUNCTIONS

Adheres to City attendance and punctuality policies demonstrating dependability.

Adheres to all City safety policies (protective equipment, pre-duty precautions checklist, etc.) to prevent unnecessary or unreasonable risk of injury to self, others, or property.

Adheres to department dress code policies to present a professional appearance. Should exhibit appropriate grooming and attire for the position and responsibility.

Duties may include, but are not limited to, the following:

Receives, records, stores, preserves and maintains chain of custody of all evidence needed in the prosecution of cases and all other property in the Property Room.

Researches reports to determine status of cases and owners of property; attempts to locate owner; utilizing computer system available; sends certified letters; Prepares court orders and property releases necessary for the disposal of property.

Gathers, classifies, stores and prepares abandoned property for City Auction, donation, destruction, or departmental use. Coordinates destruction or disposal of abandoned and seized property. Updates log book and computer systems to reflect disposal.

Coordinates with detectives, patrol and other agencies on evidence being controlled.

Assists Records and ID officers with public inquiries, handling open records request, and dealing with the public as needed.

Ability to testify in court to the proper chain-of-custody of property, and will be required to follow all state mandated laws for property control and property evidence retention issues.

All other duties as assigned.

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PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office environment; exposure to dust/mites, fume/odor hazards, chemical hazards; working indoors/outdoors; walking; twisting body; stooping; standing; squatting; sorting; sitting; seeing; pushing, pulling, lifting and carrying up to 20 pounds; decision making; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by radio; fine finger manipulation; operation of personal computer, calculator, typewriter and telephone.

QUALIFICATIONS

Knowledge of:

Basic Police work and the operation of a Property Room and inventory control systems.
Computers and current office practices, procedures and equipment

Ability to:

Operate computer, fax machine and other common office equipment
Organize and manage time efficiently

TRAINING AND EXPERIENCE

One year related experience in property control or inventory systems. High School Diploma or GED and a valid Texas Driver's License required.

**The City of La Porte is an Equal Opportunity and Affirmative Action Employer
of Qualified Individuals.**

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date